



# BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor  
Mount Clemens, Michigan 48043  
586-469-5125 FAX 586-469-5993  
macombcountymi.gov/boardofcommissioners

## TECHNOLOGY AND COMMUNICATIONS COMMITTEE

MONDAY, MAY 11, 2009

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation
5. Miscellaneous Department Requests: (mailed)
  - a) Planning and Economic Development (1 request)
  - b) Veterans Services (1 request)
6. Update Cell Phone Purchase Approval Process (mailed)
7. Monthly Report from Office of Public Affairs (mailed)
8. Report from Lobbyist (mailed)
9. New Business
10. Public Participation
11. Adjournment

**MEMBERS:** Accavitti-Chair, Boyle-Vice Chair, DiMaria, Szczepanski, Duzyj, Bruley, D. Flynn, Mocer, Sprys and Gielegthem (ex-officio)

## MACOMB COUNTY BOARD OF COMMISSIONERS

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Jeffery S. Sprys - District 26

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_  
AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve the purchase of one (1) Blackberry with a one time cost not to exceed \$100, and the additional monthly charge of \$50.00 (\$600.00 annual); funding is available in the Planning Department's SBA Incubator Grant fund.

INTRODUCED BY: Commissioner Frank Accavitti, Jr., Chair, Technology and Communications Committee

COMMITTEE/MEETING DATE

TAC Committee May 11, 2009

\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION TECHNOLOGY  
WIRELESS EQUIPMENT REQUEST****INSTRUCTIONS: ONE FORM TO BE COMPLETED PER EACH PIECE OF EQUIPMENT, i.e.  
CELL PHONE, BLACKBERRY, AIR CARD**Name of individual to whom the wireless device will be issued: MARIA ZARDISDepartment: Planning + Econ Dev Equipment requested: Blackberry 7130

In June of 2000, the Macomb County Board of Commissioners adopted the "Cell Phone and Mobile Two-Way Communication Policy". This Policy specified acceptable criteria for acquisition and use of these devices.

**CHECK BELOW APPLICABLE CRITERIA:**

- ☐ 1. Safety and welfare of employees and citizens
- ☐ 2. Emergency response
- ☒ 3. Efficiency of operations
- ☒ 4. Cost effective over use of employee's private cellular phone

Equipment purchase cost:

\$ 114.53

Requesting Department's purchase funding source:

36183400 - 72624 <sup>Grant Funded</sup>  
Incubator

Monthly service charge:

\$ 65.00 200min Plan

Requesting Department's Monthly service funding source:

36183400 - 72624 <sup>Grant Funded</sup>  
Incubator  
92110

**NOTE: FUNDING SOURCE MUST BE SUSTAINABLE ON AN ONGOING BASIS FOR  
MONTHLY SERVICE CHARGES; OTHERWISE, SERVICE WILL BE  
AUTOMATICALLY DISCONNECTED.**

Authorized department requestor

JEFF W. SCHROEDER

Print name

Signature

☒ Finance Budget verifiedDaniel A. Stetler Jr.

Finance Signature

TAC MEETING DATE: MAY 11, 2009

Submitted by:

[Signature]  
Information Technology Director

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_  
AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve the purchase of one (1) Wireless Air Card for Veterans outreach and counseling program at a one-time cost of \$ 0.00 and a monthly recurring charge of 42.99; funding is available in the Veteran Affairs fund.

INTRODUCED BY: Commissioner Frank Accavitti, Jr., Chair, Technology and Communications Committee

COMMITTEE/MEETING DATE  
TAC Committee May 11, 2009  
\_\_\_\_\_

**INFORMATION TECHNOLOGY  
WIRELESS EQUIPMENT REQUEST**

**INSTRUCTIONS: ONE FORM TO BE COMPLETED PER EACH PIECE OF EQUIPMENT, i.e.  
CELL PHONE, BLACKBERRY, AIR CARD**

Name of individual to whom the wireless device will be issued: Counselor

Department: Veterans Equipment requested: air card

In June of 2000, the Macomb County Board of Commissioners adopted the "Cell Phone and Mobile TwoWay Communication Policy". This Policy specified acceptable criteria for acquisition and use of these devices.

**CHECK BELOW APPLICABLE CRITERIA:**

- ☐ 1. Safety and welfare of employees and citizens  
☐ 2. Emergency response  
☒ 3. Efficiency of operations  
☐ 4. Cost effective over use of employee's private cellular phone

Equipment purchase cost: \$ 0.00

Requesting Department's purchase funding source: n/a

Monthly service charge: \$ 42.99  
29568110 92110 05

Requesting Department's Monthly service funding source: 37703

**NOTE: FUNDING SOURCE MUST BE SUSTAINABLE ON AN ONGOING BASIS FOR  
MONTHLY SERVICE CHARGES; OTHERWISE, SERVICE WILL BE  
AUTOMATICALLY DISCONNECTED.**

Authorized department requestor KERMIT HARRIS [Signature]  
Print name Signature

Finance Budget verified [Signature] [Signature] 4/29/09  
Finance Signature

TAC MEETING DATE: 5/1/09 5/11/09 Submitted by: [Signature]  
Information Technology Director

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve the change to the Cell Phone Purchase Approval Process as outlined in attached correspondence from the Information Technology Director and forward to Budget Committee.

INTRODUCED BY: Commissioner Frank Accavitti, Jr., Chair, Technology and Communications Committee

COMMITTEE/MEETING DATE

TAC Committee May 11, 2009

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\_\_\_\_\_



# INFORMATION TECHNOLOGY

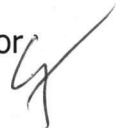
10 N. Main St., 7th Floor  
Mount Clemens, Michigan 48043  
586-469-0524 FAX 586-469-6547  
macombcountymi.gov

C. N. Zerkowski  
Director

K. Barbieri  
Deputy Director

May 1, 2009

TO: Commissioner Frank Accavitti, Jr., Chair  
Technology and Communications Committee  
Macomb County Board of Commissioners

FROM: Cyntia N. Zerkowski, Director  
Information Technology 

SUBJECT: Cell Phone Purchase Approval Process

In June of 2000, the Macomb County Board of Commissioners adopted the "Cell Phone and Mobile Two-Way Communication Policy" which specified four acceptable criteria for acquisition and use of these devices.

In February of 2008, the Board of Commissioners adopted the "Wireless Equipment Request" form which reiterated these four criteria, and added the requirement of a department providing its funding source for the purchase and the ongoing service cost, and these funding sources being validated by the Finance Department. (A copy of the form is attached for reference.) The process of taking the request to the Board of Commissioners for prior purchase approval remained the same. In some circumstances this results in almost a 2-month wait before the requesting department receives the wireless device.

It is thus recommended that Information Technology be allowed to order the service based upon the completed and signed Wireless Technology request form, while reporting to the Board a summary of wireless services ordered on a monthly basis or as a service is actually processed. This change would aid in streamlining the wireless purchase process while still maintaining Board oversight of the purchases. The summary report could include a copy of the submitted and processed Wireless Equipment Request forms.

CZ/de

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**INFORMATION TECHNOLOGY  
WIRELESS EQUIPMENT REQUEST**

**INSTRUCTIONS: ONE FORM TO BE COMPLETED PER EACH PIECE OF EQUIPMENT, i.e. CELL PHONE, BLACKBERRY, AIR CARD**

Name of individual to whom the wireless device will be issued: \_\_\_\_\_

Department: \_\_\_\_\_ Equipment requested: \_\_\_\_\_

In June of 2000, the Macomb County Board of Commissioners adopted the "Cell Phone and Mobile Two-Way Communication Policy". This Policy specified acceptable criteria for acquisition and use of these devices.

**CHECK BELOW APPLICABLE CRITERIA:**

- ☐ 1. Safety and welfare of employees and citizens
- ☐ 2. Emergency response
- ☐ 3. Efficiency of operations
- ☐ 4. Cost effective over use of employee's private cellular phone

Equipment purchase cost: \$ \_\_\_\_\_

Requesting Department's purchase funding source: \_\_\_\_\_

Monthly service charge: \$ \_\_\_\_\_

Requesting Department's Monthly service funding source: \_\_\_\_\_

**NOTE: FUNDING SOURCE MUST BE SUSTAINABLE ON AN ONGOING BASIS FOR MONTHLY SERVICE CHARGES; OTHERWISE, SERVICE WILL BE AUTOMATICALLY DISCONNECTED.**

Authorized department requestor \_\_\_\_\_  
Print name Signature

☐ Finance Budget verified \_\_\_\_\_  
Finance Signature

TAC MEETING DATE: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Information Technology Director

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_  
AGENDA ITEM: \_\_\_\_\_

*added  
T&C  
5-11-09  
6A*

*Distributed*

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve Wireless Internet Access in the Planning and Economic Development offices for client access at a one-time cost of \$1,324.00 for two wireless access points, funding available in IT Capital, and a monthly recurring cost of \$79.99; funding available in the Planning and Economic Development budget.

INTRODUCED BY: Commissioner Frank Accavitti, Jr., Chair, Technology and Communications Committee

COMMITTEE/MEETING DATE

TAC May 11, 2009

\_\_\_\_\_  
\_\_\_\_\_



# INFORMATION TECHNOLOGY


10 N. Main St., 7th Floor  
Mount Clemens, Michigan 48043  
586-469-0524 FAX 586-469-6547  
macombcountymi.gov

C. N. Zerkowski  
Director

May 11, 2009

K. Barbieri  
Deputy Director

TO: Commissioner Frank Accavitti, Jr., Chair  
Technology and Communications Committee  
Macomb County Board of Commissioners

FROM: Cyntia N. Zerkowski, Director   
Information Technology

SUBJECT: Approve Wireless Internet Access

## **Recommendation**

Approve Wireless Internet Access in the Planning and Economic Development offices for client access at a one-time cost of \$1,324.00 for two wireless access points and a monthly recurring cost of \$79.99; funding is available in the IT Capital for the one-time cost, and in the Planning and Economic Development budget for the monthly cost.

## **Background**

In order to provide wireless Internet access in the Planning and Economic Development offices for client access, two wireless access points will be needed to make coverage available across the floor. Access to the Internet will be a separate connection apart from the County's internal network access. This will allow business visitors and clients, equipped with a laptop device and a standard WI-FI card to access the Internet directly.

It is recommended that this architecture be utilized for public access to the Internet in the Planning and Economic Development offices.

CZ/de

cc: Stephen Cassin, Executive Director, Planning and Economic Development

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# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_  
AGENDA ITEM: \_\_\_\_\_

*added GB*  
*T&C*  
*5-11-09*  
*Distributed*

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve six (6) wireless card/blackberry devices at a one-time cost of \$300.00 and a monthly recurring cost of \$47.99 each; seven (7) mobile devices at a cost not to exceed \$9,805.88; hardware, software, training and implementation of a business contact information system at a one-time cost not to exceed \$20,000.00 and an annual recurring cost per seat not to exceed \$480.00 for up to 12 users for the Planning and Economic Development department; funding available within IT Capital and Planning and Economic Development Aerial Photo account, \$15,255.88 and \$14,850.00 respectively, and recurring costs available within the Planning and Economic Development budget, forward to Planning and Economic Development committee for authorization.

INTRODUCED BY: Commissioner Frank Accavitti, Jr., Chair, Technology and Communications Committee

COMMITTEE/MEETING DATE

TAC Committee May 11, 2009

\_\_\_\_\_  
\_\_\_\_\_



# INFORMATION TECHNOLOGY

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C. N. Zerkowski  
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K. Barbieri  
Deputy Director

May 11, 2009

TO: Commissioner Frank Accavitti, Jr., Chair  
Technology and Communications Committee  
Macomb County Board of Commissioners

FROM: Cyntia N. Zerkowski, Director  
Information Technology

SUBJECT: Business Contact System

## **Recommendation**

Approve six (6) wireless card/blackberry devices at a one-time cost of \$300.00 and a monthly recurring cost of \$47.99 each; seven (7) mobile devices at a cost not to exceed \$9,805.88; hardware, software, training and implementation of a business contact information system at a one-time cost not to exceed \$20,000.00 and an annual recurring cost per seat not to exceed \$480.00 for up to 12 users for the Planning and Economic Development department; funding available within IT Capital and Planning and Economic Development Aerial Photo account, \$15,255.88 and \$14,850.00 respectively, and recurring costs available within the Planning and Economic Development budget, forward to Planning and Economic Development committee for authorization.

## **Summary**

Business attraction and retention is a primary mission of the Planning and Economic Development department. The ability to expediently capture business client information while out meeting at business locations or other venues is an important function of the Planning and Economic Development staff. There is a great need to then extract, review, follow-up, communicate, etc. this information, individually or analytically. The current process is paper and pencil.

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Business Contact System  
Page two

A business contact information system will provide an online repository of this valuable and proprietary information. Entry of information will be performed on a consistent basis making retrieval and extract more meaningful. In addition to the ease of information sharing, integration for mobile phone support, automated e-mailings, (i.e., newsletter) and creation/storing of miscellaneous information can also be incorporated.

The goal is to provide our business attraction, retention and counseling staff members with the tools and capabilities for both mobile and in office support. A prototype of the system will be demonstrated at the June 10<sup>th</sup> Planning and Economic Development committee meeting with the goal of first use July 1<sup>st</sup>.

CZ/de

cc: Stephen Cassin, Executive Director, Planning and Economic Development



# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_ FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO receive and file the report from the Director, Office of Public Affairs

INTRODUCED BY: Commissioner Frank Accavitti, Jr., Chair, Technology and Communications Committee

COMMITTEE/MEETING DATE

Technology and Communications 5-11-09  
\_\_\_\_\_  
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May 1, 2009

### **Monthly Report to the Technology & Communications Committee – May 2009**

#### **Office of Public Affairs highlights from April 2009 activities:**

News releases issued by the Office of Public Affairs generated 73 news stories with a potential viewership of 9.4 million people.

OPA stepped into its role as Public Information Officer for the Health Department and Office of Emergency Management as an international outbreak of swine flu began, and continues. As PIO, we gather information from Health and Emergency Management and develop key messages for the public. OPA is handling all news media inquiries and assures approved factual information is disseminated to the public through the news media and on the county Web site. A swine flu information page that is easily and quickly updated was created for the Web. We also assured that the Health Department's *Individual and Family Handbook* about preparing for a widespread flu outbreak was posted online.

The Board of Commissioners continued to get positive publicity for the Michigan Green Schools program. In April alone, 11 Green Schools stories were published. There was especially strong coverage of this program in local papers. OPA also generated at least eight stories to let the public know about the April 30 public hearing on the 2009 millage. Several articles were published to promote the Crime Victims Rights seminar and a benefits seminar, both offered by Senior Citizen Services.

In other news, Macomb County's Peregrine falcons Hathor and Nick have been doing well and their eggs are expected to hatch soon. One of the three baby falcon chicks that hatched in 2008, Clementine, was identified as the female half of a new mating pair setting up a nest on the Ohio State University campus in Columbus, Ohio. Clementine is the second young Peregrine falcon that lived in the nest on our County Building to vacate Macomb County for a four-year university. Horus, the first male associated with the County Building falcon nest, vacated last year for Wayne State University. Clementine and her male friend are observed taking morning sunbaths sunning themselves in the mornings on the upper reaches of Ohio Stadium – a blatant snub to University of Michigan fans.

OPA also generated strong publicity for the annual Macomb County Public Auction and planned to appear on WDIV-TV, Channel 4, during the 6 a.m. news Saturday, May 2, to promote the auction just hours before it begins.

Promotion of the annual Board of Commissioners' Volunteer Awards led to eight feature-length stories.

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_ FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

**MACOMB COUNTY, MICHIGAN**

RESOLUTION TO receive and file the report from the Lobbyist

INTRODUCED BY: Commissioner Frank Accavitti, Jr., Chair, Technology and Communications Committee

**COMMITTEE/MEETING DATE**

Technology and Communications 5-11-09  
\_\_\_\_\_  
\_\_\_\_\_



Governmental Consultant Services, Inc.  
120 N. Washington Square, Lansing, Michigan 48933  
Phone: 517-484-6216 Fax: 517-484-0140

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## MEMORANDUM

TO: Commissioner Frank Accavitti  
FROM: Erik Hingst  
DATE: May 1, 2009  
RE: Technology and Communications Committee Report

### **State Budget Deficit:**

In just the few short weeks since we last met, the estimated \$785 million shortfall in state revenues for the current fiscal year has been revised to \$1.3 billion. While the actual Consensus Revenue Conference will not occur until the middle of May (at which time the current estimate could indeed exceed \$1.5 billion), we are anticipating the Governor to issue an Executive Order to address the initial \$785 million shortfall. Once the revenue conference has been held, we anticipate a second Executive Order to be issued to address the remaining outstanding balance. The details of the pending Executive Order and the implied cuts are extremely fluid at present, and we will be sure to communicate with Board Chairman Gielegem and Committee Chairman Accavitti on a daily basis as further details regarding current year cuts become available.

It is important to note that while current year cuts are indeed imminent, the amount of “strings” attached to state funds flowing through the American Recovery and Reinvestment Package limits the Governor’s and Legislature’s ability to make cuts. As such, we anticipate modest cuts in the range of \$300 million to be announced with the remaining balance to be filled with federal funds. After the May revenue estimates are agreed to, the balance of the current year shortfall will be addressed in a similar fashion. Clearly this will only delay addressing the existing “structural imbalance” and as such the shortfall for the upcoming fiscal year, which begins October 1<sup>st</sup>, will require additional cuts and/or new revenue enhancements.

### **Road Commission Bills:**

House Bill 4380, sponsored by Representative Fred Miller, which would allow a Charter Commission in a county over 800,000 residents to write within their charter the elimination of the county road commission and the creation of a new county department, will be up in the House Standing Committee on Urban Policy the first week of May. We are working diligently on expediting the passage of this legislation as the charter commission is currently within the process of writing the charter.

**Business Incubator:**

We have begun working with the members of the House Appropriations Subcommittee on General Government to increase the \$100 placeholder inserted by Senator Mickey Switalski during the Senate hearing for the “Business Incubator program.” The goal is to restore the \$250,000 for the Macomb Incubator in Fiscal Year 2009-10.

**Macomb County Community Health:**

We are continuing our efforts in the Senate to retain the House passed language to eliminate the 2009-10 portion of the Community Mental Health local match. This one year reprieve for the county to retain its local county mental health program match would save the County approximately \$1.8 million in the upcoming budget year.

As always, please do not hesitate to contact us directly if you have questions or concerns.